

# PROMOTIONAL EXAM BULLETIN



## DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814  
www.dof.ca.gov

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### FINANCE BUDGET ANALYST PROMOTIONAL EXAMINATION FINAL FILING DATE: OCTOBER 5, 2016

#### WHO MAY APPLY

This is a PROMOTIONAL EXAMINATION for the Department of Finance (Finance). Applicants must be currently employed with Finance or have eligibility to compete in Finance promotional examinations and have a permanent civil service appointment without a permanent break in service as of the final filing date. Under certain circumstances, other employees and United States Military veterans may be allowed to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements.

#### POSITION DESCRIPTION

This is the entry and first working level in the series. Incumbents, under supervision, perform analytical and consultative duties, resolve technical issues, clarify budgetary problems, and identify and present alternatives which are necessary to carry out the budget management functions of the Department of Finance.

#### MONTHLY SALARY RANGE

\$4019 - 6051

#### HOW AND WHEN TO APPLY

Applications must be submitted and/or postmarked by **October 5, 2016** the final filing date. Applications filed in person, delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will NOT be accepted for any reason.

The uses of emailed and faxed applications are prohibited. All examination applications must be submitted directly to:

Department of Finance  
Human Resources Office  
915 L Street, Suite 1235  
Sacramento, CA 95814

Examination Applications (Std. 678) are available at the California Department of Human Resources Job Center, and on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>.

**DO NOT SUBMIT APPLICATIONS TO THE  
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

Note: All applications MUST include a current valid e-mail address as examination notices will be sent via e-mail.

California relay (telephone) service for the deaf and hearing impaired, From TDD\* phones: (800) 735-2929, From Voice phones: (800) 735-2922  
\*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.

## SPECIAL EXAMINATION ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box for Question 2 on the application. You will be contacted to make specific arrangements.

## REQUIREMENTS FOR ADMITTANCE INTO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood, and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I" or "OR II," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

**Note:** Applications/resumes must contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range if applicable. Applications/resumes received without this information may be rejected.

**IT IS THE RESPONSIBILITY OF ALL APPLICANTS TO PROVIDE COMPLETE AND DETAILED DESCRIPTIONS OF QUALIFYING EXPERIENCE TO SUBSTANTIATE MINIMUM QUALIFICATIONS. THIS INFORMATION IS CRITICAL IN DETERMINING ACCEPTANCE INTO ANY EXAMINATION.**

## ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Finance. This list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

## MINIMUM QUALIFICATIONS

### Either I

Experience: One year of experience in the California state service performing the duties comparable in level of responsibility of a Junior Staff Analyst, Range B. Persons applying experience toward this pattern must have had a full-time assignment in the California state service preparing, justifying, and analyzing, or controlling and administering budgets or budgetary programs or analysis and forecasting of revenues.

### Or II

Education: Possession of a master's degree in any field.

### Or III

Experience: Two years of progressively responsible experience with duties involving the preparation, justification, and analysis or the control and administration of a budget or budgetary program or analysis and forecasting of revenues. (One year of graduate work in any field may be substituted for one year of the required experience.)

## MINIMUM QUALIFICATIONS (Continued)

### and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **SPECIAL PERSONAL CHARACTERISTICS**

Demonstrated ability to act independently; flexibility; tact; and ability to act effectively under pressure.

## **EXAMINATION INFORMATION**

This examination plan will consist of Education and Experience weighted 100% rated on job-related criteria. Completion and submittal of the Examination and/or Employment Application (Std. 678) will constitute the entire examination. The application will be evaluated and scored based on a set of rating criteria. To obtain a position on the eligible list, a minimum rating of 70% must be attained.

## **EXAMINATION SCOPE**

Candidates will be tested on:

### **Knowledge of:**

1. Analytical procedures and methods for a variety of budgetary and fiscal related issues.
2. Research techniques to prepare, enact, maintain, and change the State Budget.
3. Principles of organization and time management.
4. Basic mathematical and statistical principles and procedures to calculate and summarize numerical data.
5. Effective writing techniques and departmental writing style guidelines.
6. Laws relating to financial administration of State Government.
7. Awareness and understanding of the role of State Government and Public Finance.
8. Awareness of the mission of the Department of Finance, and its key roles and responsibilities.
9. Forecasting techniques to develop, monitor, and modify revenue and / or cash flow projections to improve future estimates.
10. Statistical methods, principles, and procedures in preparation of forecasts, cash flow projections, and track actual collection and disbursements.
11. Principles and practices of governmental budgeting and accounting.
12. Economic and cost/benefit analysis to assist in the development and preparation related to the State Budget.
13. Legislative and budgetary process, basic statutory controls on budgets, including the control sections, key statutes, and provisions of the Budget Act.
14. Purposes, functions, and fiscal organizations of State agencies to propose new and innovative ideas to utilize the State's resources more efficiently.
15. Consistently exercise initiative, independence, and leadership capabilities to ensure the timely and accurate completion of work products.
16. Team building techniques to assist in mentoring and training new staff on program assignment area.
17. Programmatic and historical knowledge related to assignment area to consistently demonstrate a comprehensive knowledge of administrative position, protocol, and rational of main parties (ADMIN/LAO member, legislative staff), and answer technical questions, and attempt to negotiate appropriate issues.
18. Principles of effective negotiation to defend sensitive and complex issues related to the Governor's Budget through testimony in legislative hearings.

## EXAMINATION SCOPE (Continued)

19. Propose new and innovative ideas to utilize the State's resources more efficiently.

### Ability to:

1. Gather, analyze, comprehend, and interpret data, policies, procedures, laws, regulations and guidelines.
2. Reason logically and creatively to effectively complete difficult assignments on short notice.
3. Take initiative to assume progressively greater responsibilities.
4. Communicate effectively, both oral and written, with staff at all levels as well as departmental staff.
5. Exercise good judgment, communicate tactfully, act diplomatically, and maintain confidentiality.
6. Effectively utilize word-processing and spreadsheets tools to prepare work products.
7. Maintain flexibility with changing assignments and priorities.
8. Effectively manage time and multiple priorities.
9. Gain and maintain cooperative relationships with all those contacted through the course of work.
10. Work both in a team environment and individually.
11. Identify and alert management of potential problems/issues quickly.
12. Be flexible and work overtime hours upon short notice.
13. Develop and evaluate alternatives, make decisions and recommend effective courses of action.
14. Identify risks and deficiencies in specific technical and programmatic areas, and determine cost-effective solutions.
15. Coordinate with other staff within the department and staff from other departments.
16. Exercise initiative and independence to ensure timely completion of work products.
17. Draw valid conclusions and make appropriate recommendations.
18. Utilize relevant information sources from historical references, Budget Analyst Guidelines (BAG), Budget and Finance Letters, Past Budget Summaries (A-Pages), Budget Act, etc.
19. Identify information sources to utilize the State's resources more efficiently.
20. Independently apply technical knowledge effectively.
21. Effectively review and edit written work products.
22. Support and enforce established office policies and procedures, ethical behavior, and DOF core values.
23. Prepare forecasts to project future estimates.
24. Provide technical guidance for program assignment area to lower-level staff.
25. Anticipate assignments from management.
26. Conclude as to the adequacy, completeness, and accuracy of all work products

## VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations

## GENERAL INFORMATION

The California Department of Finance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**It Is The Candidate's Responsibility:** To contact the Human Resources Office at (916) 323-4071, TDD (916) 324-6547 three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Human Resources Office at (916) 323-4071, or TDD 324-6547 three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test (based upon job-related criteria), and all candidates who pass will be ranked according to their scores.

**Equal Opportunity:** An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older list will be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991, that meet the minimum qualifications as prescribed by the class specifications. Under certain circumstances, other employees may be allowed to compete under provisions of State Personnel Board (SPB) rules 234, 235, and 235.2. SPB rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams.

**State Drug Policy:** It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**Privacy Policy:** Pursuant to Government Code §11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1997. Finance's Privacy Policy is posted on the Department's website at [www.dof.ca.gov](http://www.dof.ca.gov)

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
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